

Course Syllabus – Economics

Instructor: Mr. Nowotny

Course Description: This course is a survey of the U.S. economic system that includes the foundations of economics (scarcity, production, and the mixed market economy), micro and macro economics, and the role of the U.S. in a global economy. Students will be instructed to apply economic theory to real world situations.

Grading: Students will be graded based upon their performance on unit tests and quizzes as well as the end-of-the-course GUHSD assessment. **It is important to note that students will also be graded based upon their efforts to complete in-class work and to participate in class discussions/activities.** The following is the grading scale and assignment weighting for this course:

Tests/Quizzes = 40%

Projects/Assignments = 25%

Class Participation = 20%

Daily = 15%

Late Work Policy

All work completed on 3rd day following absence.

See Mr. Nowotny for any other arrangements.

All other late work not involving an absence will have a 15% Penalty Per Week

Students will receive grade updates periodically. **It is the student's responsibility to ensure that assignments are completed and submitted in a timely manner.**

Make-Up Policy: Any assignment missed as a result of an absence from class will receive an "M" in the gradebook. If the assignment is not completed, the "M" will automatically convert to a zero (0) at the end of the grading period.

Students will master the following competencies in Excel I to receive credit:

1. Create basic worksheet
2. Work with ranges of data
3. Use the help and spell-check functions

4. Move through a worksheet and a workbook
5. Modify/insert information into a worksheet
6. Change the appearance of worksheets
7. Create printouts of worksheets
8. Use the AutoSum function
9. Identify cell ranges
10. Create printouts of worksheets with formulas
11. Consolidate and link worksheets
12. Copy and move data
13. Use the AutoFill function
14. Identify absolute and relative references
15. Insert columns and rows
16. Use AutoCalculate
17. Use basic functions
18. Split the window into panes
19. Use multiple windows
20. Create multiple-sheet workbooks
21. Create macros
22. Apply the principles of business graphics
23. Create charts
24. Customize and format a chart
25. Use data list
26. Basic sorting
27. Create hyperlinks
28. Create web pages from Excel
29. Name cells